

**Minutes**  
**Designated Agency Safety and Health Official (DASHO) Council**  
**Thursday, March 24, 2005**  
**Room 3060 MIB – 9:30 am – 10:30 am**

**Welcome** – Kathleen J.H. Wheeler, Deputy Chief Human Capital Officer and Department DASHO

Kathleen opened the meeting and asked all attendees to introduce themselves. She spoke about Safety Awards and that she was in the process of visiting other opportunities available to present awards, that will provide a greater venue. Kathleen said, to direct some of the core competency training to Michelle Chavez, Director, Strategic Development of Human Capital. Kathleen distributed briefing papers on DOI Safety Council Highlights.

**DOI FY 2005 Safety Awareness Week, April 4-8, 2005** – Diane Schmitz, Director, Office of Occupational Health and Safety  
*Discuss planned activities for Safety Awareness Week and plans for presenting Safety Awards*

Kathleen said, they are looking for ways to present safety awards during safety week, but Lynn Scarlett and Secretary Norton are not available that week. They are now looking at another venue for those receiving the safety awards and revisiting the convocation date. Kathleen wanted Secretary Norton to be present at the award ceremony. Kathleen said, they are planning on holding the ceremony on an annual basis. Safety is one of the things we value for our employees per Kathleen.

Diane stated that the Secretary signed and sent out the proclamation. Bruce Blanchard stated that the safety awards had always been part of the awards Convocation.

***Safety and Health Training*** – Kathleen J. H. Wheeler  
*Discuss mandatory requirements and various delivery methods for training*

Kathleen said, the funding for initiatives is still on hold. The House has not approved to date the reinstatement of funds to DOI. She announced that the SMIS vacancy advertisement is open and closes on April 4. Kathleen said that S&H training sessions will need to be taken. Keith Anderson asked Kathleen if there are any proposals between servers.

Kathleen stated that there are different delivery methods on training. She asked what was mandatory and are we exercising it.

**Safety and Health Council Report** - Sandy Guches, Chair and Safety Manager, BLM  
*Sandy will report on the February Safety and Health Council meeting and the following proposals for FY 2006 Safety Initiatives.*

- *DOI Safety and Health Seminar*
- *Core Competency Development for Safety Managers*
- *Completion of Online Safety Training*

In Feb. 2005, DOIU provided the Office of Occupational Health and Safety the following funding status: Of the \$166K approved by the DASHOs, the cost for work done in FY 2005 by DOIU is \$57,462. To complete the courses without audio will cost an additional \$25,538 for a total of \$83K. Adding audio for the OSHA 6000 courses will cost an additional \$83K for a grand total of \$166K.

\$50,000 for distance learning partnership w/ Columbia Southern.

Contract Support for the FY 06 DOI S&H Seminar - \$75,000.

Sandy passed out handouts. She stated that they had a good meeting out in Phoenix in February and they got a lot of work done. Most primaries were there. The most important thing on the handout is to establish a meeting date next year and synchronize with the DASHO Council in some way to get this on everybody's agenda. Sandy mentioned that there were 3 proposals on safety initiatives. She mentioned that everyone needs to get started on the planning for the seminar now, for next year in San Diego. Diane recalled, that BOR and BIA had felt strongly about the sites for the upcoming seminar. San Diego had been approved by the Safety and Health Council, as the Seminar site. Keith said, that USGS held their own seminar this past February, and that USGS supported the seminar but could not say that they would be able to provide the same level of participation at the FY 06 Seminar. The proposal came in at \$75,000 from OHS. We are committed to the Town Country Resort. Sandy said, if the DASHOs approve of the seminar, then the Safety and Health members will start the program areas.

She also said, that there were technical problems with the online safety training and that DOIU had resolved that. The Aviation training server is quick and it works. Sandy said, there was a \$50,000 proposal for next year on core competency training for Safety Managers. We are spending \$57 million a year on OWCP and in order to bring the numbers down, we have safety people in the field that are well trained and know how to work the prevention side. Dick Powell and Bill Miller will work with Sandy Guches to get the training started the first week of April. Kathleen said, that Scott Cameron had a meeting with NBC because the planning performance module was not working correctly to take online training.

***Workers' Compensation Update*** –Nancy Miller, Acting Director, Office of Human Resources

*Update on “DOI Workers’ Compensation Program Strategy Implementation Team” and status of implementing recommendations from the HR Advisory Group and DASHO Workers’ Compensation Task Force.*

Nancy announced that the Implementation Team has not designated anyone as a group leader. They don’t have anything to work on at this time.

Kathleen said, that the team came out of the HR Advisory Group.

Nancy said, NPS developed interactive telephone training on April 12.

**Government Accountability Office Study** - Bob Garbe, Occupational Health Manager and Chief Industrial Hygienist  
*Report on GAO Study on the health and safety of Federal workers and the status of OSHA record keeping requirement.*

Bob did not attend the meeting.

Diane said, that GAO is conducting an audit on the safety and health of Federal workers. GAO has contacted Bob Garbe and GAO plans to use SMIS as a resource for information. Bob will plan to work with the safety and health managers to share GAO requests for Bureau specific information.

**Bureau/Offices Sharing “Best Practices”** - Kathleen J. H. Wheeler  
*Discuss ways to share “Best Practices” at future Council meetings.*

This topic was not discussed.

**Bureau/Office Reports – DASHOs**  
*Updates on any bureau/office activities*

Diane distributed a draft of the SMIS Workers’ Compensation Training Course memo. She thanked the DASHOs for their support and for surnaming the memo. She announced that surnaming of the memo was still needed from NPS, OIG, and FWS.

Marilyn Johnson shared that there are mandatory training courses. However, BLM has good leadership in the Washington Office for meeting requirements as safety professionals. Kathleen stated, that clarity is needed on memos that are sent out on training. Bruce Blanchard spoke on professional qualifications and that there are thousands of collateral duty people who need to meet the requirements of these courses. Dick stated that there were lots of venues for training and that DOIU has not turned out to be as clean as they thought regarding web-base training. Dick also said, mandatory aspects should be achieved and that the second problem is digital and analog signals. Dick suggested that they should convert analog into digital signal.

Keith said, that USGS made the training mandatory for their employees and that they were a guinea pig. The training system is better now. Refresher/basic training is needed, but how do you manage or enforce training on safety?

Sandy said, OSHA has mandatory training classes and they used CDs. Program evaluations are done for the accountability of employees.

**Next Meeting – Wednesday, June 22, 2005.**